

I. SUBMISSION PROCESSING AND EDITS

1.0 TEXAS RESIDENTIAL and COMMERCIAL FARM and RANCH STATISTICAL PLAN - STATISTICAL AGENT

The Texas Commissioner of Insurance has designated the Texas Insurance Checking Office (TICO) as the statistical agent for Texas residential and commercial farm and ranch property experience. The statistical agent serves the Commissioner of Insurance. TICO has prepared these technical instructions. Questions about the edits or the physical reporting of data or data formats required in the Residential Plan and the Farm and Ranch Section of the Commercial Plan shall be directed to TICO. Any questions about reporting requirements, the definition of data elements and/or the use of data reported to the designated statistical agent shall be directed to the Texas Department of Insurance.

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Technical Analysis Department
Attn: Statistical Plan Team
Texas Department of Insurance
P.O. Box 149104
Austin, Texas 78714-9104
(512) 475-3017

Questions about the physical reporting of data or data formats required in this plan shall be directed to:

TICO
Residential and Commercial Farm and Ranch Stat. Dept.
2801 South IH -35
Austin, Texas 78741-5518

-OR -

P.O. Box 15
Austin, Texas 78767-0015

(512) 444-9662
FAX (512) 326-7605

1.01 RECORD TYPE 94 FOR PREMIUMS

It is no longer required that these records be submitted using this statistical plan for the personal scheduled property coverage on a homeowners or farm owners policy. If a company continues to submit these records, the records will not be flagged as errors unless the premium fields are not numeric signed. Companies should take action to delete these records from their submissions as soon as convenient. If any of these records are assigned Annual Statement Lines 030 or 040, the company should keep track of these premium records for reconciliation purposes.

If these records are included in the submission, record counts and dollar amounts need to be included on the control totals and the transmittal reports.

II. REPORTING MEDIA AND DATA FORMATS

2.0 DATA FORMAT - ALL MEDIA TYPES

Report all data according to the field positions described in the Texas Residential Statistical Plan and Farm and Ranch section of the Commercial Statistical Plans. Alphanumeric (text) entries shall be left aligned. Numeric entries shall be right aligned. Numeric fields shall be zero filled. Negative amounts shall be indicated in the units position as follows:

Value	Symbol
-0	}
-1	J
-2	K
-3	L
-4	M
-5	N
-6	O
-7	P
-8	Q
-9	R

Transmittal sheets and media must be labeled with filenames.

2.01 TAPE REPORTING

Cartridges should be IBM 3480 or 3490, ASCII or EBCDIC. Record length must be 150 with a block size not greater than 32,700.

2.02 CD REPORTING

CD's should be reported in ASCII or EBCDIC. Record length must be 150.

2.03 DISKETTE REPORTING

Diskettes shall be high-density 3 1/2" (1.444 Megabyte capacity) with the data reported in ASCII Fixed Field Length Format, i.e., each field is the same length (number of columns) and in the same position for every record.

III. RESIDENTIAL and COMMERCIAL FARM and RANCH PROPERTY TRANSMITTAL INSTRUCTIONS

3.0 TRANSMITTAL FORM INSTRUCTIONS

A new residential and/or commercial farm and ranch property data submission transmittal form must accompany all data submitted to TICO. The transmittal form shall contain the information listed below. A computer produced facsimile is acceptable as long as it contains all required data. If using a computer produced facsimile, companies should send a copy to TICO for review prior to use.

A separate transmittal form is required for each individual company to show premium and loss amounts and record counts by company.

No Data to Report

If a company usually has data to report for a combination of individual NAIC Company Number, Statistical Plan and Premium or Loss submission but has none to report for a specific month, submit a transmittal form with the notation "No Data to Report" in the Special Instructions. This will ensure that a company is recorded as in compliance with reporting requirements for that reporting month.

3.0 TRANSMITTAL FORM INSTRUCTIONS (Continued)

Submission for Reporting Period (Date of Submission)

This is the accounting date(s) of the data on the media, e.g., 1/94, 2/94.

It is not the date the media is mailed to TICO.

Source Company Information

- Company NAIC Code - 5 digit individual company code of each company included in submission. A separate form is required per company.
- Group NAIC Code - 3 digit group code.
- Phone # - of contact person in case there is a problem with the media.
- Fax # - of contact person.
- Company Name - this is the individual company name of the company whose data is being reported. (Essential.)
- Address - mailing address.

Package Contents

Complete all applicable fields describing the media specifications. Although some of the same data is duplicated on the external label, both the media label and the paper transmittal form are important in ensuring that the media are processed on a timely basis at TICO. Most of the items are "check off."

Record counts and Dollar amounts

Complete for each statistical plan. These will be used to balance the submission. The submission must balance in order to be accepted.

Special Instructions

Indicate any special comments that will help TICO in processing the media and in recording that a company has met the submission due date requirements such as:

- Re-submission of a rejected media with error corrections
- Completion of a partial submission
- Return errors to a third party vendor (list name and address)

Rejected Data with Errors - Procedures to Return to Insurance Company

If a submission is not accepted, the rejected data will be returned on a media other than the one originally submitted by the company. If records in error are to be sent directly to a third party vendor for processing, indicate this as well as the name and street address in the Special Instructions section; otherwise, the data will be returned to the company address.

3.01 TRANSMITTAL AMOUNTS AND RECORD COUNTS

In order to be accepted, the transmittal report must match the media data for premium and loss amounts, record counts and for NAIC individual company numbers. The following shows the method to use to accumulate the correct totals:

<u>STATISTICAL PLAN</u>	<u>FIELDS TO BE TOTALED</u>	<u>(POSITIONS)</u>	<u>AMOUNT FIELD</u>	<u>RECORD COUNT</u>
Statistical Plan 3	Premium	(72 - 77)	<i>Total Amount</i>	<i>Total Records</i>
Statistical Plan 3	Paid Losses	Trans ID 6 (72 - 77)	<i>Total Amount</i>	+ Paid Records
Statistical Plan 3	O/S Losses	Trans ID 7 (72 - 77)	<i>Total Amount</i>	+ O/S Records
			<hr/> <i>Total Loss Records</i>	
Statistical Plan 4	Premium			
	a) If LOB (pos. 41-42) = 02, 03, 04	(59-62 only)	+ Amount	
	b) If LOB (pos. 41-42) not = 02, 03, 04	(59-62)	+ Amount	
		(67-70)	+ Amount	
		(76-79)	+ Amount	
	c) If Record Type 94	(59-62 only)	+ Amount	
			<hr/> <i>Total Amount</i>	<hr/> <i>Total Records</i>
Statistical Plan 4	Paid Losses	Kind Code 6 (62-67)	<i>Total Amount</i>	+ Paid Records
Statistical Plan 4	O/S Losses	Kind Code 7 (62-67)	<i>Total Amount</i>	+ O/S Records
			<hr/> <i>Total Loss Records</i>	

Amounts and record counts in bold italics are entered on the transmittal form.

3.02 External Labels

A. IBM 3480 or 3490 tape CARTRIDGES

CO. / GRP. NAME _____
NAIC CO. / GRP # _____ Rept. Period _____
TEXAS RESIDENTIAL: DWEL, HO PREM _____ LOSS _____
TEXAS COMMERCIAL: FRO PREM _____ LOSS _____
TEXAS COMMERCIAL: FARM RANCH PREM _____ LOSS _____
3480 ___ 3490 _____
RECORD LENGTH _____ BLOCK SIZE _____
ASCII _____ EBCDIC _____ LABELED _____ UNLABELED _____
VOL. SER# _____ TAPE _____ OF _____

1. Company / Group Name - e.g., ABC Ins. Co., XYZ Ins. Co. / ABC Group
This data is essential to expedite processing.
2. NAIC Co. / Group # - 5 digit individual number and 4 digit group number.
3. Submission for Reporting Period - Accounting Date of Reporting Period(s) included in submission. e.g., 1/94, 2/94, etc. **(This is not the date mailed by the insurance company.)**
4. Texas Residential - Check statistical plan data included on the tape.
Texas Commercial Farm and Ranch - Check statistical plan data included on tape.
5. 3480 _____ 3490 _____
Check appropriate size.
6. Record Length - enter record length.
7. Block Size - enter block size.
8. Format - check appropriate items: ASCII / EBCDIC / LABELED / UNLABELED
9. Volume Serial Number - enter data.
10. Tape Number - indicate tape number and total number of tapes in submission.

3.02 External Labels (Continued)

B. CD's and 3 1/2" DISKETTES

CO. / GRP. NAME _____
NAIC CO. / GRP # _____ Rept. Period _____
TEXAS RESIDENTIAL: DWEL, HO PREM _____ LOSS _____
TEXAS COMMERCIAL: FRO PREM _____ LOSS _____
TEXAS COMMERCIAL: FARM RANCH PREM _____ LOSS _____
DATA FORMAT _____
FILE NAME(S) _____
RECORD LENGTH _____
CD / DISKETTE _____

1. Company / Group Name - e.g., ABC Ins. Co.; XYZ Ins. Co. / ABC Group
This data is essential to expedite processing.
2. NACI Company / Group # - 5 digit individual number and 4 digit group number.
3. Submission for Reporting Period - Accounting Date of Reporting Period(s) included in submission. e.g., 1/94
2/94, etc. ***(This is not the date mailed by the insurance company.)***
4. Texas Residential - Check statistical plan data included on the media.
Texas Commercial Farm and Ranch - Check statistical plan data included on the media.
5. Data Format - Diskettes must be reported in ASCII Fixed Field Format.
6. File Name(s) - enter names.
7. CD / Diskette Number - enter CD / Diskette number and total number of CD's / Diskettes.

IV. ERROR PROCESSING AND CORRECTION PROCEDURES

4.0 CRITERIA FOR ACCEPTANCE OR REJECTION

Submissions for timeliness, quality and the specified error tolerance per statistical plan are evaluated based on a "batch" key. The batch key for residential and or commercial farm and ranch reports is as follows:

1. NAIC individual company number
2. Statistical Plan Code (3 or 4)
3. Premium or Loss Indicator (P or L)

An individual company batch submission is not considered to be accepted until it meets the error tolerance conditions even if other batches within a group are accepted and updated to the database.

Submissions will be accepted or rejected based on the criteria described below:

1. TICO cannot load or read the media. Further processing not possible. The media will be returned to the company.
2. Submission contains one or more "fatal" errors regardless of the error tolerance:
 - A. Plan Code invalid.
 - B. Premium or Loss indicator invalid.
 - C. Transmittal amounts do not match submission amounts.
 - D. Place Codes invalid.
 - E. Line of Business is invalid.
 - F. Company Number (TICO and NAIC).
 - G. Wind Coverage
 - H. Claim Count
3. Submission exceeds error tolerance of greater than 1% records in error or greater than 1% dollar amount in error.

Exception - If number of records equal 10 or less and if total amount of errors is \$2,500 or less then the submission will be accepted unless there is a fatal error such as Place Code.

All records except those with Plan Code errors and Premium / Loss indicator errors will be processed to completion by the edit program.

4.01 EDIT ERROR CODES

Each record will be identified with a four position error code.

Position 1	3, 4; C	Statistical Plan Code or Common Edit
Position 2	P, L; C	Premium or Loss Indicator; Common Edit
Positions 3 - 4	01-99	Numeric Error Code

Error records requiring correction will be returned to companies on the same type of media as originally supplied to TICO with up to 10 error codes added to the end of the record in positions 151-190.

4.02 EDIT PROCESSING / SUBMISSION REPORTS

Processing standards

When a submission is received at TICO, it will be processed through the edits and will be accepted or rejected per batch key based on the error tolerance and edit criteria per statistical plan.

Submission Reports

A Submission Report by individual company, statistical plan and premium and loss submission will be returned to the company address designated on the transmittal form. It will identify the results for each individual company batch. The number of records in error per error code will be listed.

4.03 ERROR CORRECTION PROCEDURES

TICO will return the individual company's submission with the error codes for records in error in a 40 byte appendage in positions 151-190. The error free records for that batch key will also be returned.

TICO will identify up to ten errors per record with a 4 position error code. A company will need to scan the media for records with error codes in positions 151-190 and correct these records using their own system. For this error correction submission, it is not necessary to offset the original record and onset a corrected record. (The offset/onset process is used when a company corrects or endorses records within its internal policy processing system and submits with a new accounting period.)

Many of the edits depend on a correct Line of Business, Subline or Record Type code. It is suggested that these be

checked or corrected first which may help to validate many of the subsequent errors on a record. It is also critical that numeric signed fields such as premium and exposure be correct and that the signs of the exposure and premium match.

4.03 ERROR CORRECTION PROCEDURES (Continued)

After the correction process is completed, the company will resubmit the entire batch submission containing the error free records as well as the corrected records. The 60 positions appended to the original 150 byte record in positions 151-210 must be deleted so the record length of the resubmission is 150 positions.

All applicable transmittal forms must also be resubmitted. Make a note in the Special Instruction section that this is a resubmission with corrected data.

4.04 FORMAT OF RECORDS RETURNED TO COMPANY

A 210 position record will be returned to the company. The format is as follows:

Positions: 001 thru 150 Image of original record
 151 thru 190 Up to 10 occurrences of Error Codes
 191 thru 197 Original Sequence Number of records submitted
 198 thru 200 Reserved (Statistical Agent inserts Territory Code)
 201 thru 210 Date / Time Stamp (YYMMDD / HHMM)

4.05 RESUBMISSION / ERROR CORRECTION DUE DATES

The resubmission is due within 30 days from the date processed by the statistical agent. Companies are encouraged to submit it as early as possible prior to the due date. Resubmissions/error corrections should be separate from regular submissions.

The date processed will be appended to the records returned to the company in positions 201 - 210. The date will be in YYMMDD format. The time will be in HHMM (hour/minute) military format.

4.06 THIRD PARTY VENDOR

If a third party vendor has prepared the data for submission and the company wants it returned directly to the vendor for processing of errors, note this and the mailing address in the Special Instruction section on the original and any subsequent transmittal forms; otherwise, the tape and errors will be returned to the company address on the transmittal.

**TEXAS RESIDENTIAL and COMMERCIAL FARM and RANCH
PROPERTY STATISTICAL PLAN TECHNICAL
REPORTING INSTRUCTIONS**

4.07 PROCESSING OF RESUBMISSIONS WITH ERROR CORRECTIONS FOR *DATA NOT YET ACCEPTED.*

These will be processed by TICO using the same procedures as the original submission.

4.08 ERROR CORRECTION ON *DATA PREVIOUSLY ACCEPTED TO THE DATABASE*

If an error is discovered in data either by the company or the statistical agent after the data has been submitted and accepted by the statistical agent, the company will be required to submit offset records for the incorrect data and onset records with the correct information. Contact the statistical agent for instructions on handling this procedure. This applies to a system error that may have occurred with the data and not to individual records that are corrected in the normal course of business through the endorsement process that creates offset / onset records.

4.09 INCENTIVES AND PENALTIES

To promote accuracy and timely submission of data, TICO and TDI will refine the standards for error tolerance levels during the transition of insurers reporting to TICO. A complete and comprehensive schedule for penalties and incentives by line of business could be issued.

4.10 EDIT CRITERIA

The edits on the following pages closely follow the editing process previously done by ACXIOM with noted exceptions in italics. Data submitted by companies will not be changed to meet valid conditions. If data elements are invalid or the signs of the premium and exposure fields do not match, the records will be flagged as errors.

Edits which require logic based on a company's regulated or non-regulated status (e.g., Lloyds, Reciprocal, County Mutuals) are performed only at TICO.

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